



**CITY OF HOUSTON**  
FINANCE DEPARTMENT  
Strategic Procurement Division

**Annise D. Parker**

Mayor

Lourdes Coss  
Chief Procurement Officer  
P.O. Box 1562  
Houston, Texas 77251-1562

F. 832.393.8755  
<https://purchasing.houstontx.gov>

May 27, 2015

**Subject:** Letter of Clarification No. 1 to Request for Proposal (RFP) No. S55-T25415 for Harris County Area Agency on Aging Nutrition and Transportation Services

**To:** All Prospective Respondents:

This Letter of Clarification is issued for the following reasons:

- **To change the location of the Pre-Proposal Conference:**

1) **NOTICE TO PROPOSER:**

**The RFP Pre-Proposal Conference has changed from 901 Bagby Basement Level, Conference Room No. 1, Houston, Texas 77002 to 8000 North Stadium Drive, 8<sup>th</sup> Floor Conference Room, Houston Texas 77054.**

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

If you have any questions or if further clarification is needed regarding this Request for Proposal, please contact me.

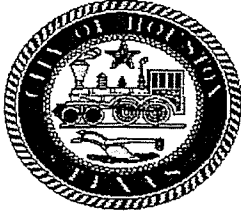
*Joseph Badell*

Joseph Badell, CCCM  
Senior Procurement Specialist  
Strategic Procurement Division  
832-393-0209

Enc: 1

**END OF LETTER OF CLARIFICATION 1**

**Council Members:** Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez  
Robert Gallegos Mike Laster Larry V. Green Stephen C. Costello David W. Robinson Michael Kubosh C.O. "Brad" Bradford Jack Christie  
**Controller:** Ronald C. Green



**CITY OF HOUSTON, TEXAS**  
**NOTICE OF REQUEST FOR PROPOSAL (RFP)**  
**SOLICITATION NO.: S55-T25415**

**"PARTNERING TO BETTER  
SERVE HOUSTON"**

**NIGP CODE:**

**952-30**

**SOLICITATION  
DUE DATE/TIME:**

**June 18, 2015 at 2:00 P.M. CST**

**SUBMITTAL  
LOCATION:**

**City Secretary's Office  
City Hall Annex, Public Level  
900 Bagby Street  
Houston, Texas 77002**

**DESCRIPTION:**

**Harris County Area Agency on Aging  
Nutrition and Transportation Services**

**PRE-PROPOSAL  
CONFERENCE:**

<i>Date</i>	<i>Time</i>	<i>Location</i>
<b>May 28, 2015</b>	<b>10:00 A.M.</b>	<b>HOUSTON DEPARTMENT OF HEALTH AND HUMAN SERVICES 8000 NORTH STADIUM DR. 8th FLOOR CONFERENCE ROOM -HOU, TEXAS 77054</b>

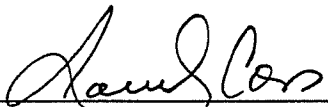
In accordance with T.L.G.C. § Chapter 252, competitive sealed Proposals for the services specified will be received by the City Secretary's Office of the City of Houston at the above specified location, until the time and date cited. Offers must be in the actual possession of the City Secretary's Office on or prior to the time and date, and at the location indicated above. Late offers will not be considered.

Offers must be submitted in a sealed envelope or package with the Solicitation Number and the Proposer's name and address clearly indicated on the envelope or package. All offers must be completed in ink or typewritten. Additional instructions for preparing an offer are included in this Solicitation.

**PROPOSERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION**

**Solicitation Contact Person:**

\_\_\_\_\_  
Name

  
\_\_\_\_\_  
Lourdes Coss, City Chief Procurement Officer

**Joseph.Badell@houstontx.gov**  
\_\_\_\_\_  
E-Mail Address

**May 15, 2015**  
\_\_\_\_\_  
Date